Using SciENcv Frequently Asked Questions

Updated May 1, 2020

1. **What training resources are available to guide users how to use SciENcv?**

   SciENcv has created a video tutorial, available at https://youtu.be/nk7qlbele0k, to guide users through the NSF biographical sketch preparation process.

   NSF and NIH recorded a joint webinar, available at https://www.nsfpolicyoutreach.com/resources/april-2020-nsf-approved-formats-for-proposals/ which includes a demo of the SciENcv application

   More general frequently asked questions, video tutorials are available at https://www.ncbi.nlm.nih.gov/sciencv/ in the "About SciENcv" section.

2. **How do I access SciENcv?**

   Users can access SciENcv by visiting https://www.ncbi.nlm.nih.gov/sciencv/ and selecting "Click here to start!"


3. **Do I need to create a SciENcv/NCBI account?**

   Users do not need to create a SciENcv/NCBI account to prepare and generate their NSF documents. While there are several ways to authenticate into the system, we encourage users to sign in to SciENcv with their NSF ID and password.
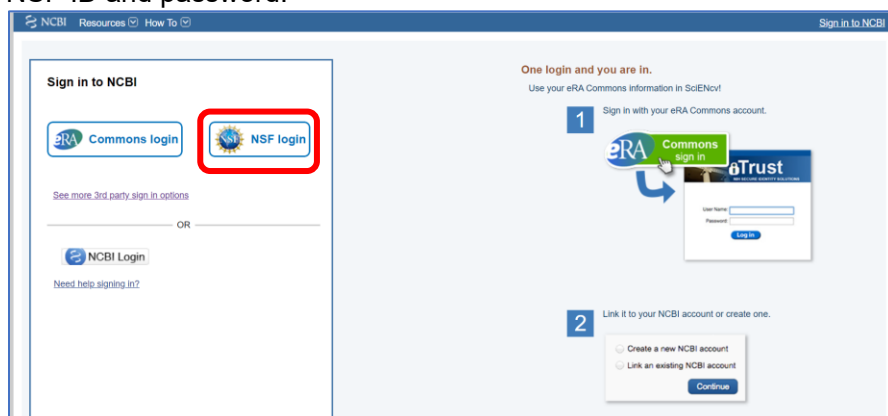
Those selecting the "NSF Login" option, as highlighted above, will be directed to [sign in via Research.gov](#). Users will be automatically redirected back to the My NCBI home page after their NSF login is successful.

MyNCBI Home Page
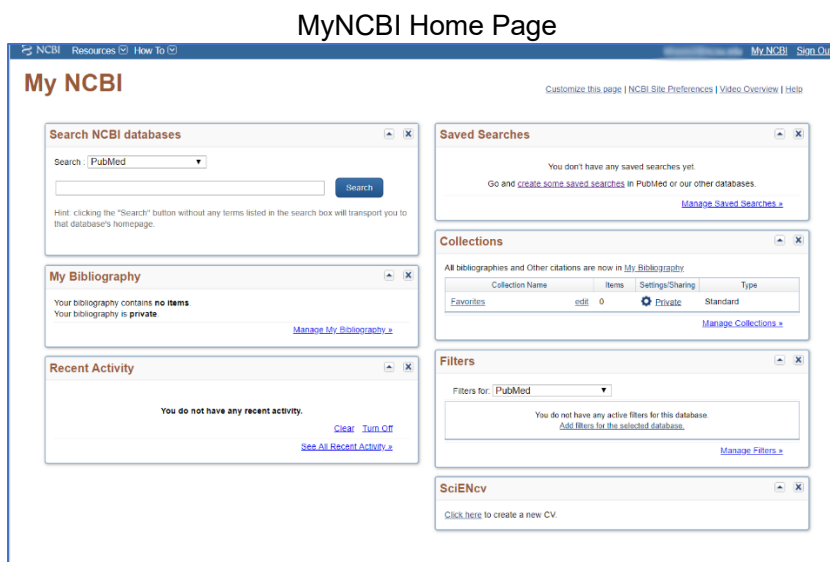
4. **Who should I contact if I can't sign into SciENcv using my NSF ID and password?**

   Please verify that you have registered for an NSF ID and Password and that your credentials are correct.
   o [Look up your NSF ID](#)
   o [Reset your NSF Password](#)
   o After trying these steps and if you still experience issues, contact the NSF Help Desk at rgov@nsf.gov or at **1-800-381-1532** (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays).

5. **The SciENcv system is unavailable. How can I generate an NSF-approved Biographical Sketch and Current and Pending Support documents and submit my proposal?**

   NSF has an approved fillable PDF format of both the [Biographical Sketch](#) and [Current and Pending Support](#) proposal sections available for use in the event users are experiencing issues with SciENcv. Note: NSF encourages users to manage and generate this documentation in SciENcv.

6. **Where is the SciENcv system after I've signed in?**

   For most users, the SciENcv box will default to the bottom right corner of your screen.
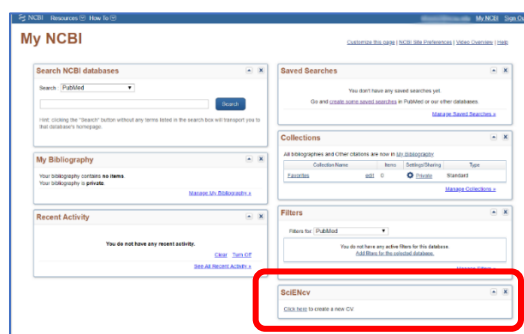
If you have used My NCBI previously and customized your account, SciENcv may be located elsewhere, as the My NCBI is designed for multiple purposes across the NCBI system.

7. How do I create and manage my SciENcv documents?

For new users who have not previously created documents in SciENcv, there will be a small box with a "Click here to create a new CV" to create a profile.
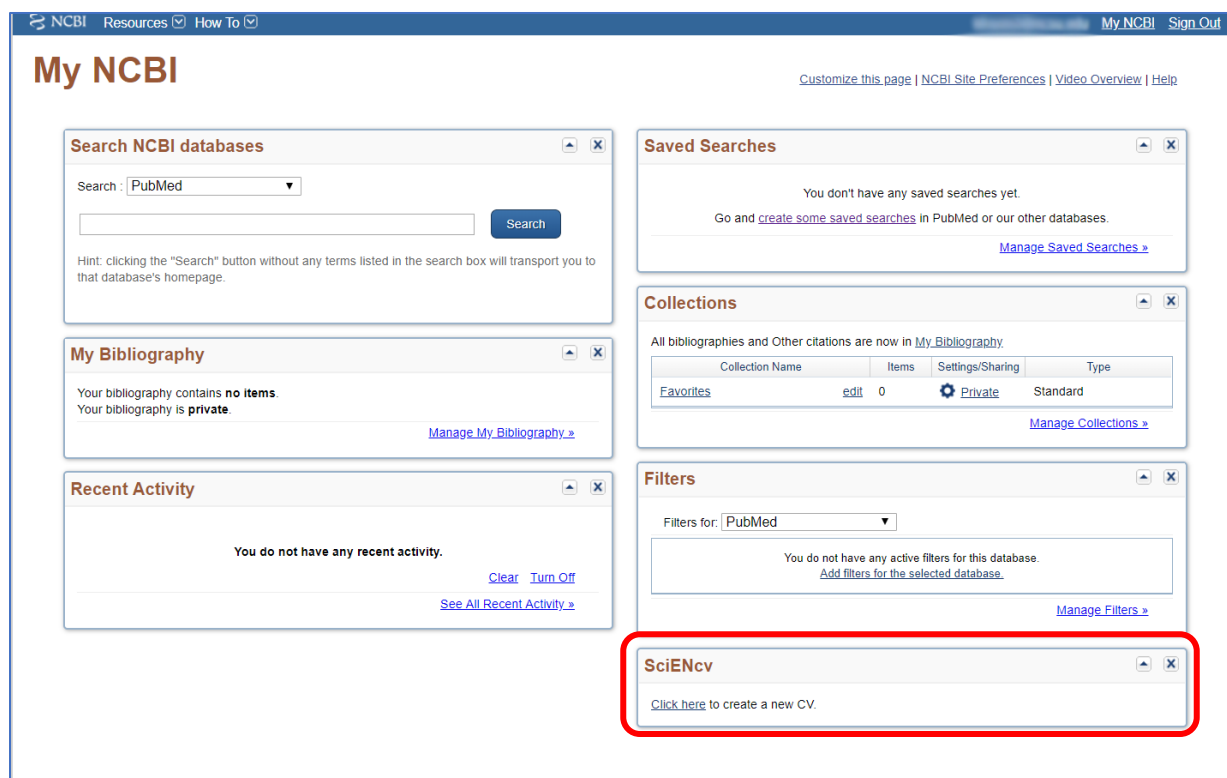

Returning SciENcv users will see links to their previously created documents, including biographical sketches. To work on an existingdocument, you can click on the document name or select "Manage SciENcv."
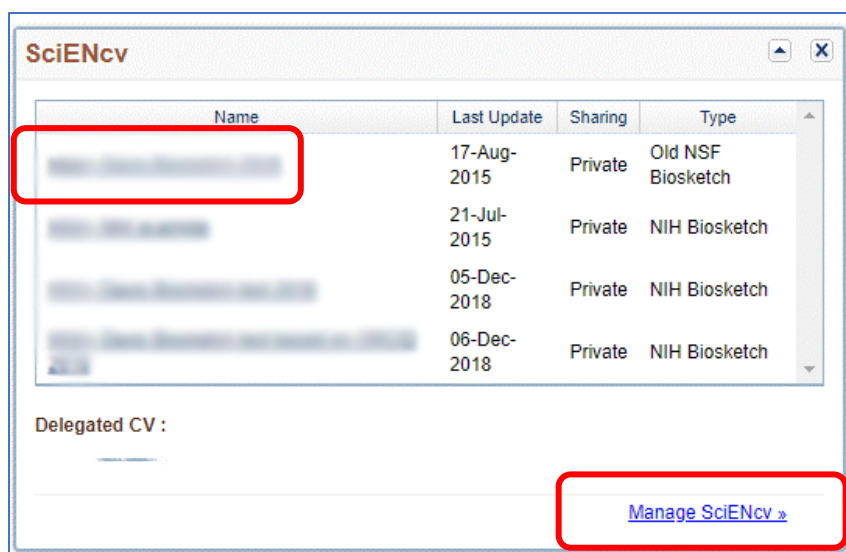
8. **Do I go to the same module to create both my biographical sketch and my current and pending support documents?**

    Users create and manage their biographical sketch and current and pending support documents in the same "Manage SciENcv" section of the application.

    After clicking "Manage SciENcv," users will be able to click "Create New Document" to prepare either a new NSF Biographical Sketch or Current and Pending Support document.
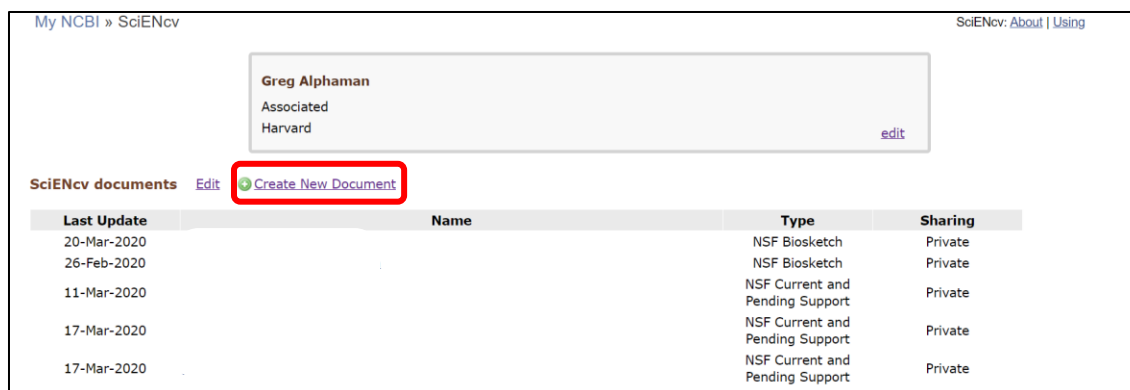
    You will then be asked to select which document type you are creating. **Be sure to select the appropriate document type, as the "NIH Biosketch" is selected as the default**. Users can also select a previously created document to modify.

9. **Can I delegate access to someone assisting me with proposal preparation?**

    Yes. Any My NCBI account holder can set up one or more delegates for their My NCBI account. Once a delegate has accepted their invitation, the delegate(s) have the ability to view, edit, and create profiles in the original account holder's SciENcv, as well as edit the account holder's My Bibliography.

    IF YOU WOULD LIKE TO SEND A DELEGATE REQUEST:
    1. Log in to your My NCBI account
    2. Select your username in the top-right corner of the screen to access the Account Settings page
    3. Under "Delegates," select "Add a delegate"
    4. Enter your delegate's email address and select "OK."

    IF YOU WOULD LIKE TO ACCEPT A DELEGATE REQUEST:
    1. Log in to your My NCBI account

2. Check your email for the delegate request. If you haven't received the request email, be sure to check you spam folder – the email comes from myncbi@ncbi.nlm.nih.gov
3. Use the link in the delegate request email to accept and confirm the delegation

IF YOU WOULD LIKE TO SEE IF A DELEGATE HAS ACCEPTED YOUR REQUEST:
1. Log in to your My NCBI account
2. Select your username in the top-right corner of the screen to access the Account Settings page
3. If you have sent one or more delegate requests, you will see a table in the Delegates section:

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
(Awaiting confirmation)	@nih.gov			✕
Add a Delegate				

This delegation request has not been accepted as indicated by the "Awaiting confirmation" status– refer your delegate to the instructions on how to accept a delegate request.

My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
jontexample	@nih.gov	✓	✓	✕
Add a Delegate				

This request has now been accepted and the "Awaiting confirmation" status is removed.

TO CONTROL WHAT YOUR DELEGATE HAS ACCESS TO:
1. Log in to your My NCBI account
2. Select your username in the top-right corner of the screen to access the Account Settings page
3. You can use the table in the delegates section to control what your delegates can access.
4. If you have checked the "My Bibliography" box, your delegate will have the ability to view and make changes to your My Bibliography and Other Citations collections. If you have checked the "SciENcv" box, your delegate will be able to create, view, and change your SciENcv products.

| My NCBI User Name	E-mail	My Bibliography	SciENcv	Remove
jontexample	@nih.gov	✓	✓	✕
Add a Delegate				

Note that the Public or Private settings on your My Bibliography or SciENcv have no effect on your delegate's ability to view and make changes to these resources. Should you wish to remove a delegate, use the red "X". Should you wish to give a delegate access to only one resource, use the check-boxes as appropriate.

TO ACCESS YOUR DELEGATOR'S SCIENCV:
1. Log in to your My NCBI account
2. If you have been granted access to your delegator's My Bibliography and Other Citations collections, you will see those collections listed in your collections list:
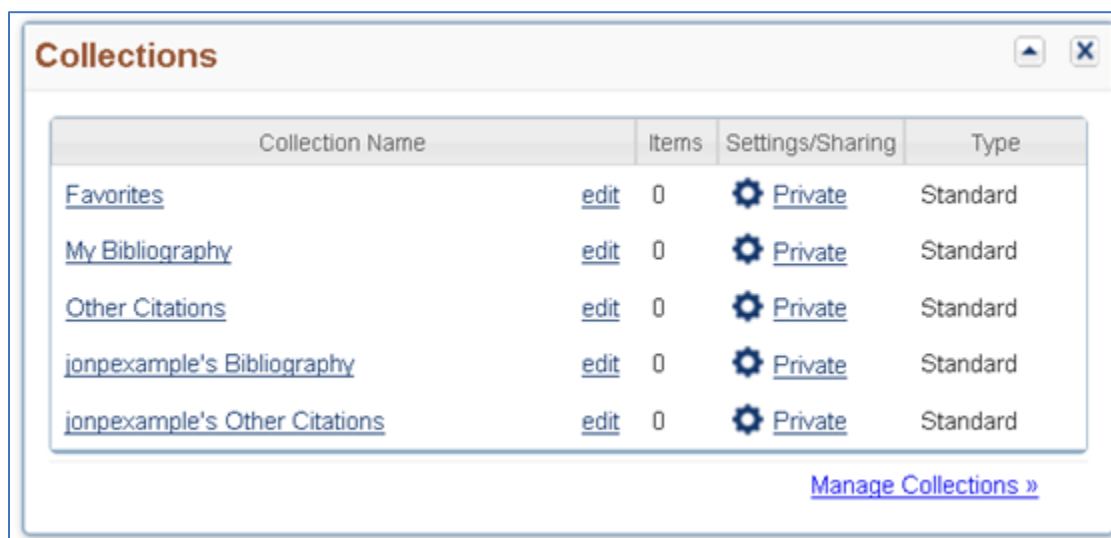
3. If you have been granted access to your delegator's SciENcv, you will be able to access it from your SciENcv portlet:
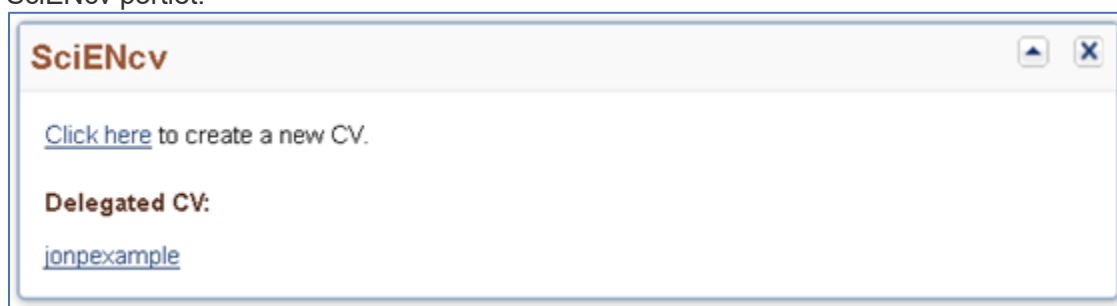
10. Why can't I reorder my product citations in my biographical sketch?

Products included in biographical sketches need not be in chronological order, please see https://www.nsf.gov/pubs/policydocs/pappg20_1/pappg_2.jsp#IIC2fic for product citations requirement; the biographical sketch generated by SciENcv is in an approved format for submission with your proposal.

Note: Biographical sketch PDFs generated by SciENcv order products as follows:

- Journal
- Book
- Meeting
- Presentation
- Patent
- Dataset
- Software
- Interim product
- Other

NSF is discussing a future enhancement to SciENcv that will allow investigators to reorder their citations, but there is no estimated delivery date for this feature.

11. **In the current and pending support application, I am unable to enter 0 as a value in the person months committed field for one of my entries. How should I proceed?**

   Investigators should only include projects they are committing time/person months to. Please remove this entry from your current and pending support documentation and re-generate your PDF document so your proposal contains the accurate support information. For additional information, see the NSF-issued set of [FAQs on Current and Pending Support](#).

12. **If Current and Pending Support information is prepared in SciENcv, will the information automatically link to NSF systems?**

   No, proposers must submit the Current and Pending Support information to NSF after it is prepared in SciENcv. SciENcv will produce an NSF-compliant PDF version of the Current and Pending Support information. Proposers will then have to save this document and submit it as part of their proposals via FastLane, Research.gov or Grants.gov.

13. **Will SciENcv paginate the Current and Pending Support document?**
   Yes. SciENcv will insert pagination in the lower left corner of the Current and Pending Support document.

14. **Who do I contact if I have questions?**
   Policy-related questions should be directed to policy@nsf.gov. If you have technical or IT system-related questions regarding the SciENcv formats, please contact the NSF Help Desk at 1-800-673-6188 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays).